



City of Petoskey

Downtown Development Authority Board and Downtown Management Board

BYLAWS

Formations of Boards. Under provisions of Act 197 of the Public Acts of Michigan of 1975, as amended, the City of Petoskey Downtown Development Authority was established by the City Council on October 4, 1993, by Resolution 16716 that adopted Ordinance 642. Members to the Downtown Development Authority Board were initially appointed by the Mayor on December 6, 1993. By adopting Resolution 16760, the City Council on February 7, 1994, under provisions of Act 120 of the Public Acts of Michigan of 1961, as amended, appointed members of the Downtown Development Authority Board as members of the City of Petoskey Downtown Management Board.

Regular Meetings. The City of Petoskey Downtown Development Authority Board and Downtown Management Board shall regularly meet each month at a specified time, day, and location to be designated at the annual meeting. This regular meeting schedule may be modified as deemed necessary by the Boards.

Annual Meeting. The regular meeting in January shall be designated as the annual meeting of the Downtown Development Authority Board and the Downtown Management Board.

Special Meetings. Special meetings may be scheduled by a vote of the Downtown Development Authority Board and Downtown Management Board or called by the Chairperson in consultation with the City staff. Written public notice of the time, place, and purpose of any special meeting shall be posted at the City Hall at least 18 hours prior to the special meeting.

Open Meetings. Deliberations and decisions of the Downtown Development Authority Board and the Downtown Management Board shall be conducted and made at meetings open to the public as required by provisions of Act 267 of the Public Acts of Michigan of 1976, as amended. Persons shall be permitted to address the Authority Board or Management Board concerning pertinent matters and as provided during conduct of the meeting by the Chairperson.

Minutes and Records. A written record of proceedings of the Downtown Development Authority Board and Downtown Management Board shall be retained and made available for public inspection at the City Hall. All records, files, correspondence, and other materials pertaining to agenda topics shall be made available to the public for reading, copying, and other valid purposes as governed by Act 442 of the Public Acts of Michigan of 1976, as amended.

Quorum. A quorum of the Downtown Development Authority Board and Downtown Management Board shall be five members.

Majority. Provided that a quorum is present, a majority of those members in attendance at a meeting shall be required to adopt a motion that has been made and supported, except for any motion that is passed on to City Council for its approval must have the affirmative vote of five (5) members.

Attendance. Members who are absent from consecutive regular meetings shall provide adequate notice or reason for said absences to the Chairperson. Consistent absences from meetings by a member may warrant the Chairperson to request review of said membership by the Mayor.

Elections. The Downtown Development Authority Board and the Downtown Management Board shall elect annually a Chairperson and Vice Chairperson who shall serve both Boards in those capacities and who must be members of the Boards each year and newly elected officers shall assume their offices immediately.

Chairperson. The Chairperson, if present, shall preside over all meetings of the Boards, and be an ex-officio member of all committees.

Vice Chairperson. The Vice Chairperson shall perform the duties and exercise the powers of the Chairperson during the absence or disability of the Chairperson.

Committees. The Chairperson of the Downtown Development Authority Board and Downtown Management Board may establish committees from the membership of the Boards or advisory committees as needed to address matters before the Boards.

Amendments. These bylaws may be amended by the Downtown Development Authority Board and Downtown Management Board as deemed necessary by a majority vote of the Boards subject to the consent and approval of the City Council.

Adoption. These bylaws and rules of procedures initially were adopted by the Downtown Development Authority Board and Downtown Management Board on the 15th day of February, 1994, and approved by the City Council on the 21st day of February, 1994, by provisions of Resolution 16763.

Revisions. (Reserved for adoption dates of amendments to these bylaws.)